



18707 Old Excelsior Blvd
Minneapolis, MN
55345-3122

phone (952) 474-3291
fax (952) 474-3928
www.teamtsp.com

Meeting Minutes

To Solve. To Excel. **Together.**

Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

April 6, 2009

RE: PAC Schools MS/ HS Addition
TSP Project No.04080613

Minutes of the Meeting – April 1 and 2, 2009
Minutes recorded by Justine Pliska

Leadership Team and Resource Team Meeting

Present:	Joe Kramer- Superintendent	PAC
	Dianne Patter- Business Manager	PAC
	Roger Francis - High School Principal	PAC
	Lynn Moody- Elementary School Principal	PAC
	Brett Johnston -Technology	PAC
	Dave Peters –Head Custodian	PAC
	Sarah Freeberg- Middle School Teacher	PAC
	Pat Spangler - Elementary School Teacher	PAC
	Bernard Gathers - Food Service	PAC
	Brandon Ruffridge - Activities Director	PAC
	Sue Gnewuc - Media Specialist	PAC
	Brian Blomker- High School Teacher	PAC
	Dick Gruber - Community Member	Community
	Justine Pliska- Interior Designer	TSP
	Mark Thiede- Project Designer	TSP

Items Discussed:

1. Reviewed Site Plan:

- a. Dave Peters provided approximate locations of 2 fiber cables; ICN state-wide network and PAC
- b. The City will re-route electrical lines because it currently crosses the construction area. They are planning on re-routing with directional borings in April.
- c. Discussion regarding access to the existing driveway off of the proposed bus entrance. TSP suggested a board member make contact and discuss with the property owner.
- d. Discussion about moving the alternate parking lot to the north and allow for an additional drive and curb cut on the east side of the weights building.
- e. Existing flag pole is not useable. A single flag pole will be included with lighting so the flag can remain flown at night.
- f. Memorial garden on the north side of the building will remain. District will remove the bell that is on the North side of the building.

2. Student computers:

- a. The district plans on using a 1:1 ratio for small laptop computers for high school students (Gr. 9-12). In the future they may consider adding laptops for Middle school students.



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3. Building project comparison:

- a. Staff recently visited a recently completed school project in Waukon. The building had limited carpet use. They also discussed concern about privacy for teachers in the classroom; visibility into the room to ensure that they aren't in a position of perceived wrong-doing. The other observation was that the electricity and low voltage controls; fluorescent lighting; higher voltage for better efficiency; 240 as opposed to 120. Multiple ballasts was a concern; maybe simpler system is better.
- b. PAC is interested in how their building compares with similar projects from a cost stand point. Members of the community are asking a lot of questions and they are "running out of answers" about the project budget. When Design Development is complete a more accurate estimate should provide answers on how to explain. TSP to put together an explanation of market conditions.

4. Technology:

- a. The District is leaning towards using LCD screens in each classroom. Every classroom currently uses a projector. It is not clear at this time which technology will work better with ambient lighting. TSP will show a rough-in in the ceiling for a possible projector. Receptacles should be located near the marker board for future uses.
- b. The district is considering Smartboard technology and will get some samples in to review. Data and power to each location is the same for both LCD monitors and/or Smartboards. Some High School staff are using tablet PC's.
- c. The district plans on bringing fiber optic cable into band area. 2 rooms would become fiber optic termination (FOTS)
- d. IDF: In the administrative office area
- e. MDF: Adjacent to Information Access Center
- f. Wireless for the building. 512 users per ray. Include rough-ins for future use.

5. Finishes:

- a. Avoid use of school logo: changes are coming in the future. The district likes using the school colors of red and white in moderation.
- b. The finishes were approved as presented:
- c. Carpet Tile: Interface; 2 patterns: Geometry and Connection patter; color: "Angular"
- d. VCT tile; Mannington #637 "Tweed"; #363, #343, #328, #340 as accents.
- e. Ceramic Tile: Dal Tile "Golden Sienna" PV09 with red floor accents.
- f. Red Oak doors with a stain are preferred.
- g. TSP to send samples of epoxy flooring for the locker rooms.
- h. Plan for some tack boards outside the Media Center for display of student work.



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6. Code issues associated with existing stage:

- a. The stage is required to have 2 exits. The north wall will be removed and a stair added at the south wall.
- b. A chair lift will be added adjacent to the new south stair. This will need approval from the code official.

7. Locker configuration:

- a. 66 existing student lockers will be reused. They are a red color. 15"D x 12"W x 6' tall (2 years old). (144) are 15"D x 12"W and 2 high. (red doors with cream locker body) Middle School students get the 1/2h lockers. District might re-purpose these elsewhere and buy all single lockers. Lockers were purchased through School Specialties.
- b. Athletic lockers: Minimum of 50 double tier at 24" w. x 21" dp. x 36" h. athletic lockers and 14 or more smaller 12" x 12" x 36" PE lockers. District would prefer all athletic lockers if they can fit and replace the PE lockers all together.
- c. Mesh lockers are preferred.
- d. Existing are: 16" x 34" x 22".
- e. Half of the locker room should have more room for team meetings.
- f. Boy's locker rooms will have 6 individual showers and the girl's locker room showers will remain at 3 each with a private changing area.
- g. TSP to study alternate entry options for locker rooms.

8. Casework

- a. Existing FACS lab casework was investigated and found to be unusable.
- b. District should consider replacing their existing sewing machine tables with portables. TSP should place additional wall outlets along the perimeter of FACS if the existing sewing tables are used.
- c. Casework was approved as shown.
- d. Science Room configuration:
 - i. Add grommet for science apparatus; on either side of the gas valve.
 - ii. Use 8" high drawers
- e. Prep room: District will move over some of their flame-resistant cabinets that they will fit there. Acid resistant waste lines in each of the sinks in lab and prep room. Flinn Chemical Company works on chemical storage units. Needs 4-5 shelf unit so that organics and in-organics aren't mixed. Send Joe dimensions of the prep room so that he can do planning. Eliminate sink in prep room. No compressed air needed in the Science Lab.
- f. Only a few cabinets should be lockable in A109.



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9. Door Hardware:

- a. Existing door hardware is Schlage. TSP will write an open specification to allow other manufacturers.
- b. Electric hardware at 5 exterior entrances with card swipes. Interior doors to have key access only.
- c. District wants all existing exterior doors to be re-keyed to the new system.

10. Toilet Room Accessories:

- a. The district doesn't have vendor contracts that they are aware of. They purchase through state-wide consortium. Vendors normally provide dispensers as part of their service.
- b. Dyson "Air Blade" hand dryers were discussed as an option. Joe will investigate on their web site.

11. Kitchen Review:

- a. Equipment sized large enough to upgrade to larger size later.
- b. Move existing 10-burner range
- c. Move existing kettle
- d. Re-use existing convection ovens. Could replace them with an alternate.
- e. Where Duke oven is; the space could accommodate a future oven within the same space.
- f. Relocating slicer and putting on mobile stand
- g. Relocating existing mixers. New mixing stand.
- h. Existing pan racks being re-used in bakery area.
- i. Re-using existing washer dryer.
- j. Show furniture in the food service office
- k. Modify back wall of concession area for more room.
- l. Need menu for concession area
- m. Add hand sink to concessions area
- n. Reviewed manufactured utility distribution system
- o. Will add fill faucet for existing kettle.
- p. Reviewed how the students proceed through the serving line.
- q. Existing soft serve to be re-used
- r. Data/Power/Electrical for cash registers. Item #86 is a register stand only.
- s. Add a 36" high knee-wall with power and data that would be inside the coiling door for the registers to connect into.



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12. Temporary Facilities:

- a. Contractor to supply their own toilets.
- b. Contractors allowed access to water and electricity without metering.
- c. Contractor's to provide temporary heat. .
- d. Contractors will be given access to the ball field for a staging area. They will be required to provide a construction fence.
- e. Salvage of existing items:
 - i. Bell on the north side of the building
 - ii. Memorial garden on the north side of the building
 - iii. Other?

13. Schedule:

- a. DD package approval on 4/13/09

This information represents the writer's understanding of the items and events described above. Please notify this office within five (5) working days if there are any corrections and/or additions. Unless notified otherwise, this information shall be deemed accurate, and this office shall proceed accordingly.

TSP, Inc.

Mark Thiede
Associate

Copies to:	(w/enclosures)	File:	(w/enclosures)
All Present	<input checked="" type="checkbox"/>		<input type="checkbox"/>
TSP Team	<input checked="" type="checkbox"/>		<input type="checkbox"/>